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February 14, 2017

Monroe County Board of Commissioners
ATTN: Angie Purdie, County Administrator
100 W. Kirkwood Avenue
Bloomington, IN 47404-5140

Re: Monroe County Youth Services Bureau Facility Feasibility Study

Dear Ms. Purdie and the Monroe County Board of Commissioners:

GSD Consulting LLC (GSDC), in partnership with team member RQAW Corporation (RQAW) and others is pleased to have the opportunity to offer the enclosed proposal for the Monroe County Youth Services Bureau Facility Feasibility Study. Based upon earlier conversations regarding what you are looking for, I trust that this proposal will meet with your approval.

A. Scope of Work - The following items make up the scope of work anticipated for the proposed feasibility study:

1. The Youth Services Bureau (Monroe County Youth Shelter) facility and the existing house on the site will be evaluated for the study (as well as the cost for the potential demolition and site-clean-up of the existing front house).
2. Develop an understanding of all functions of the Youth Services Program including but not limited to housing, food services, education, entertainment, storage, programming, counseling and recreation.
3. Lead the study process that includes Strategic Planning, Space Programming and Conceptual Design (see below).
4. Develop a proposed phased implementation plan to meet current and future needs, as required.
5. Develop conceptual facility blocking and diagrammatic plans that would be developed into actual building designs a future date.
6. Develop construction costs and project cost estimates.

B. Assumptions – The following assumptions have been made in the preparation of this proposal:

1. Other County facilities are not included in this study.



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2. The GSDC Planning Team will work closely with the Youth Services Bureau Executive Director, Judges, Commissioners and/or their designees and any other necessary resources throughout the project. The Commissioners will have final approval of the proposed concepts.
3. The County Council will be involved/informed on a regular basis throughout this work effort, if required.

C. Anticipated Work Elements:

1. Strategic Planning:
 - a. Conduct a "Kick-Off" Meeting
 - b. Clearly define all goals and objectives of the study.
 - c. Identify all County officials, staff and leadership that will be a part of the study.
 - d. Define philosophies and goals of the youth services program.
 - e. Consider input of user groups regarding growth influences and consider projection system factors for future growth.
 - f. Document the existing facility floor plans.
 - g. Understand organization and operations.
 - h. Conduct interviews with staff.
 - i. Determine space standards for each component (food prep, dining, offices, conference room, etc.) and compare to existing.
 - j. Complete an existing space evaluation rating the spaces (1 – 10)
 - k. Inventory existing parking availability and determine current and future parking needs.
 - l. Complete space and parking needs analysis.
 - m. Summarize strategic planning phase and conclusions
2. Space Programming:
 - a. Summarize space needs projections
 - b. Define staff, client, equipment, parking and storage needs
 - c. Define technology/records/computer needs
 - d. Develop an Architectural Space Program for current and future needs
3. Conceptual Design Phase:
 - a. Identify options to meet programmatic needs.
 - b. Develop conceptual diagrams for all proposed functions
 - c. Develop conceptual site plans, including parking.
 - d. Prepare a detailed phasing plan for execution of all potential projects, if required.
 - e. Prepare a final Conceptual Statement of Probable Construction Cost
 - f. Develop an anticipated project implementation schedule
 - g. Prepare and present final study report.



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D. Owner Responsibilities:

1. Provide a designated representative as a point person for the duration of this project.
2. Staff and other designated stakeholders shall be available for interviews and input at the appropriate intervals throughout the process.
3. Provide existing plans (electronic format, if possible) of all the facilities included in the study or provide access to GSDC or RQAW staff as required.

E. Project Schedule – GSDC is prepared to begin work immediately following your authorization to proceed and proposes to complete the work per the following schedule:

- | | | |
|----|------------------------------|----------------------|
| 1. | Phase I: Strategic Planning | Thirty (30) Days |
| 2. | Phase II: Space Programming | Fourteen (14) Days |
| 3. | Phase III: Conceptual Design | Twenty-one (21) Days |

F. Project Fee:

1. With consideration of the above mentioned items as the Scope of Work and schedule, GSDC proposes to perform and oversee team member consulting services as required for the professional fee indicated below. GSDC does not anticipate requesting compensation for what otherwise might be considered reimbursable expenses and will be responsible for payment to any of the GSDC team.
2. **Total Professional Fee: \$ 32,500.00**

AUTHORIZATION

Your authorization can be given by returning a signed copy of the proposal or by issuing a purchase order referencing this proposal. This proposal is valid for a period of thirty (30) days from the date of issuance.

GSDC appreciates the opportunity to offer our services to you. GSDC’s goal is to establish and retain long-term relationships with our clients by meeting both their current and future needs. Upon your consideration, GSDC is hopeful that you will find this proposal to be satisfactory.



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Very truly yours,

GSD CONSULTING LLC

A handwritten signature in black ink that reads "Kevin R. Robling".

Kevin R. Robling
President/Owner

Accepted by: A handwritten signature in black ink, appearing to read "Julie Thomas", written over a horizontal line.

Julie Thomas
President, Monroe County Board of Commissioners